## Task: Upload DIMEXML File

#### **Description:**

Follow these instructions to upload a DIMEXML file to the DIME database. DIMEXML files are used to add new material sample data or add new test data to existing material samples. For the DIMEXML Schema, please visit the following link:

https://dime.dot.ca.gov/index.php?r=dimexml/schema

#### Who can perform this task?

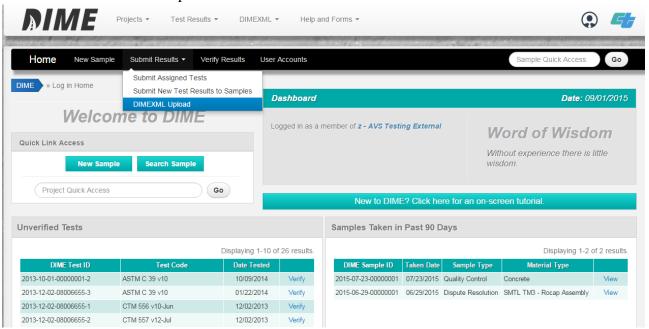
DIMEXML files can only be uploaded by users from external organizations with uploading privileges.

#### **Steps:**

1. Log into DIME by entering your Email and Password at the following login page:

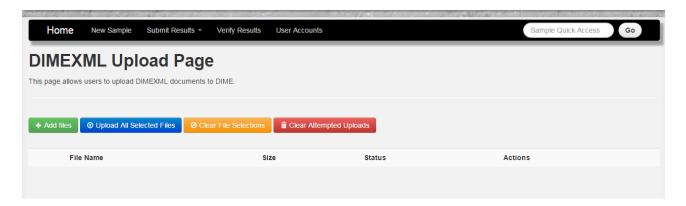
https://dime.dot.ca.gov/index.php?r=site/login

2. Once logged in, click on the 'Submit Results' menu item to bring the dropdown menu. Then click on 'DIMEXML Upload'.



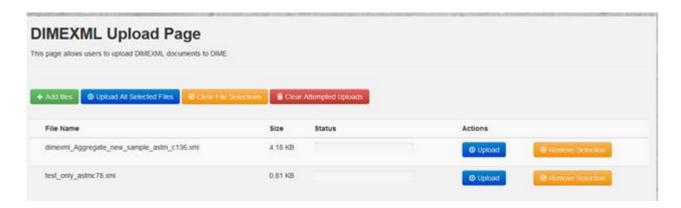
### **DIME Instructions**

3. Click the '+ Add Files' button at the top left corner of the 'DIMEXML Upload Page'. You may add multiple files at one time or add files separately at different times.



4. Once all of the files have been selected to upload, click the 'Upload All Selected Files' button to upload all of the selected files. Alternatively, click on the 'Upload' button next to the selected file to upload files individually.

Click on the 'Clear File Selections' button to cancel the file selections in the case of unintended files. Click on the 'Remove Selection' button next to the selected file to remove files individually.



5. Upon clicking on the 'Upload' button, the system attempts to upload file and store the data to the DIME database. The system returns the DIME Sample ID which indicates that the file has been saved to the DIME database. If there were errors during the process the system displays error message(s) to indicate that the file upload was unsuccessful.

# **DIME Instructions**

